

Meeting Date: 11/18/08

AGENDA REPORT

Agenda Item # 18B

Council ☐
Agency ☐
SOSA ☐

City of Santa Clara, California



DATE: November 13, 2008

TO: City Council for Action

FROM: Mayor Patricia Mahan

SUBJECT: Request to Set a Date for City Manager's Annual Performance Appraisal

EXECUTIVE SUMMARY:

On a periodic basis, the City Council reviews the performance of the City Manager. The last evaluation was held in May 2006. Due to several schedule impacts, the intensive activities related to major city projects and the budget challenges the City has been facing for several years, no performance appraisal has been held since 2006. It is recommended that a date be set now for November 25, 2008 for the City Manager's performance appraisal. As an option, Council could decide to schedule December 2, 2008.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

A periodic performance appraisal is established by Council policy. It provides a good opportunity to review progress. The Council Officers and Elected Full Time Employees Performance/Salary Review Committee and the City Manager have recommended this performance review.

ECONOMIC/FISCAL IMPACT:

There is no additional cost to the City other than administrative staff time and expenses.

RECOMMENDATION:

That the Council set a date for a closed personnel session for the purpose of conducting the City Manager's periodic performance appraisal, for Tuesday, November 25, 2008 at 5:00 p.m.

Patricia Mahan
Mayor

PM:ee